YOUTH MINISTRY MANUAL

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Introduction

The key to a successful Youth Ministry program is finding an effective – yet safe – way to connect with kids today. Youth Ministers are charged with the profound responsibility of engaging young people within the Catholic Church, while keeping those who participate safe from harm. Not only are Youth Ministers responsible for safety, but the young person themselves and their parents must also play a role. The following guidelines have been developed to assist you in your role as a Youth Minister. Please feel free to contact the Risk Management Department or your Claims/Risk Manager if you have any further questions.

Thank you for all your efforts in keeping youth safety at the forefront of your ministry.

WHAT'S GOING ON!

Youth Ministers are always looking for fun activities to keep youth involved in the ministry program. Before planning any activity, advance preparation is key. Sit back and think about any risks that may be involved and what steps need to be taken to ensure the safety of all participants. When planning any activity, be sure to contact the (Arch) Diocese prior to scheduling. What may seem like a good idea to you or young people in your group may be viewed as a bad idea to parents, the parish, and/or the (Arch) Diocese. Ask yourself, "Is this activity necessary to ensure a successful ministry?"

If possible, an advance visit should be made to the activity site to assist in foreseeing any potential risks that may be encountered during the activity. Additional questions that should be asked when deciding on an activity include:

- *What type of supervision would be needed for this particular activity?*
- *Will all participants be able to financially afford the costs of this activity?*
- *Will transportation need to be provided for the participants to the activity site?*
- *Is this activity necessary to ensure the ministry is successful?*
- *Will all youths within the program be physically able to participate in the activity?*
- *Would this activity be viewed as too risky by parents or the parish/(Arch)Diocese?*

Examples of activities that may be determined as too risky include (but are not limited to):



- **High Ropes Courses**
- **White Water Rafting**
- **Rock Climbing/Rappelling**
- **Paintball**
- **Water Skiing**
- **Any off-road activity such as (dirt bikes, jet skis, snowmobiles or ATV's)**

Included with this manual, you will find general guidelines for a few common Youth Ministry activities. ***(Exhibits A, B, & C)***

HOW DO WE ROLL?



TRANSPORTATION:

When considering any aspect of transportation to and from a Youth Ministry event, the definitive authority is your (Arch) Diocesan transportation policy. You should review the policy periodically and refer to it any time a question arises about transportation. You should also take the online training course

Church Transportation – Is it Necessary and Ministry-Based?

In general, it is best to limit any church-provided transportation as much as possible. Thus, whenever possible, it's best to have participants meet at the location. If that is not practical, the next best option is to hire a contracted carrier or utilize public transportation (i.e. airlines, city bus, etc.) If public transportation is used, no further information is required. However, if transportation is provided through a contracted carrier, signed contracts should be executed with appropriate hold harmless/indemnity language protecting the parish and the (Arch) Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of $2,000,000 CSL (Combined Single Limit) for in-state travel and $5,000,000 CSL for travel involving multiple states.

The third option would be utilization of volunteer drivers. A volunteer driver should always be a minimum of 21 years of age and not have any impairment which could prohibit safely driving the vehicle. If the volunteer will be responsible for transporting other individuals, the recommended minimum age is 25.

Volunteer drivers should complete the Volunteer Driver Form. ***(Exhibit D)*** For frequent drivers, a Motor Vehicle Record check (MVR) is recommended. Volunteers using their own vehicle must maintain minimum liability coverage on their vehicle of $100,000/$300,000. The volunteer should be informed in advance that their insurance would be primary if an accident occurred. Please reference guidelines for determining Unacceptable Drivers. ***(Exhibit E)***

We recommend that all volunteer drivers be required to take the online defensive driving course *Be Smart – Drive Safe.* This course is available at no cost and takes less than 20 minutes to complete.

Volunteer drivers must also complete the Driver Acknowledgement Form. ***(Exhibit F)*** This important form reviews safe driving practices all drivers should follow.

Chaperone/Volunteer

All Youth Ministry activities should be chaperoned by adults 21 years of age or older. Minimally, the initial ten or less participants need to be chaperoned by no less than two adults. For each additional one to six youth, an additional adult needs to be added. For activities deemed to be riskier in nature, consideration should be given to making the adult/youth ratio even more stringent.

All adult chaperones must complete Diocesan Safe Environment requirements.

When chaperoning events within a secured facility, adults should designate places and times where youth participants can locate group leaders throughout the day.

Chaperones should view the *Youth Ministry: Everything Matters and Everyone Has a Role* online training available from the Catholic Mutual website at www.catholicmutual.org.

Chaperones are expected to attend all required meetings for a particular Youth Ministry activity so they are familiar and comfortable with the activity they will be overseeing, as well as the tasks for which they will be responsible during the activity. Please reference Chaperone Guidelines – Behavior Standards. ***(Exhibit G)***

Adult chaperones are required to complete the Adult Liability Waiver. ***(Exhibit H)***

Details, Details, Details

Parent contact information should be obtained by parents/guardians of each young person prior to allowing them to participate in any Youth Ministry activity or meeting. This would include address, phone number(s) and email address.

When planning an off-site activity, there may be occasions in which the facility owner asks you to sign a written agreement or contract on behalf of the entire group. This agreement or contract must be reviewed by the Chancery office or Catholic Mutual Group prior to signing to ensure it does not contain any unfavorable language that could impact the (Arch) Diocesan insurance program. Once (Arch) Diocesan approval has been granted, the youth minister should make an advance visit to the site as a means of foreseeing any potential risks that may be involved.

It is important to know what to do if a youth participant or adult chaperone is injured, as well as know what to do in case of an emergency. First aid equipment should be readily accessible, both on and off site. A phone or other means to contact emergency responders should also be available.

Chaperones should know who to call at the parish in case of an emergency or injury. If an emergency occurs, an Incident Investigation Report Form ***(Exhibit I)*** should be completed.

Be prepared to cancel any activity that takes place outdoors in case of inclement weather such as lightning, strong winds, etc.

A Youth Ministry Registration form should be completed by all parents/guardians prior to any activity which includes a Parent/Guardian Consent Form and Liability Waiver. ***(Exhibit J)***

PARENTS IN THE LOOP

The Youth Ministry registration form should include all details of the activity including the destination, dates, timeframe, means of transportation, names of chaperones, etc. Keep in mind, any "element of surprise" is often what makes a favorable case for a parent who decides to sue the parish if their child was injured during an activity. Many Youth Ministry events may necessitate a pre-planning meeting with parents. This will assure their involvement and clear understanding of the activities taking place.

It is important to involve parents/guardians as much as possible. All parents/guardians are recommended to view the *Youth Ministry*: *Everything Matters and Everyone Has a Role* Online Training

GET THE WORD OUT

An effective way to communicate with young people is to use the same technologies they utilize to communicate with each other. At one time, email was the communication of choice among youth. Today, most young people favor new technologies and social networking sites over traditional email accounts. Technologies will continue to evolve and youth ministers will need to be vigilant about keeping up with the changes.

The National Federation for Catholic Youth Ministry states there are three essential values that must be maintained when communicating with youth members.

- ***Prudence*** **–** Encourages forethought and weighs the merit of the technology and its attending policies in light of pastoral effectiveness and potential risks.
- ***Reasonable*** – Policies and certain technologies may be deemed reasonable if the use is practical, sound, and considered a normal practice or standard.
- ***Transparent*** – Requires that all we do is open to the scrutiny of others and that the use of technology and subsequent policies be clear, intelligible, and observable.

Keeping this in mind, communication from Youth Ministers through texting, blogs, email, social networking sites, etc. must be appropriate and consistently represent the views/teaching of the Catholic Church. This communication should be constantly monitored.

All communication from a Youth Minister should be open and transparent. Nothing should be communicated that should not be seen by others. Remember, there is no such thing as a private email or instant message.

It is best not to communicate directly with one individual through electronic communication, but sent to all youth within the program. Texting, emailing or chatting with youth through social networking sites should never be done privately with an individual youth. Parents should be copied in on all correspondence that a Youth Minister sends to their child.

Social networking sites established for Youth Ministry must be constantly monitored to ensure any inappropriate material is immediately removed. At least two adults should have administration access to the account site.

For more detailed information in this area, please refer to the Network Security Policy and Usage. ***(Exhibit L)*** The National Federation for Catholic Youth Ministry also has valuable information on their website www.nfcym.org/resources/technology/index titled *Recommended Technology Guidelines for Pastoral Work with Young People*.

WWJD?

CODE OF CONDUCT

Much like chaperones, youth participants must also know appropriate rules and proper behavior during any Youth Ministry activity. A Code of Conduct acknowledgement form should be signed by both youth and their parent/guardian. A sample Code of Conduct is provided. ***(Exhibit K)***



Camping Guidelines

Many of today's activities for our youth ministry programs involve activities away from the church setting. Camping trips provide a fun way to keep kids involved with the church; however, certain risk management steps should be taken to reduce the potential liability exposure associated with this type of activity. We encourage all youth leaders to adhere to the following camping guidelines to be able to enjoy your trip as planned.

BEFORE THE CAMPING TRIP

1. All participating campers and at least one parent/guardian of a youth camper should be required to attend a meeting to review the goal of the trip, what activities are planned, the rules to be followed, and the consequences of not complying. This meeting should also include a review of what needs to be brought along on the trip, proper clothing needed, potential weather concerns and general emergency procedures.

2. Plan and route the trip with a detailed map noting any helpful information, including where and how to find emergency help. Designate a person(s) who can alert authorities if problems arise.

3. Arrange enough leaders to provide a 1:3 adult-to-youth ratio. All adult leaders must follow arch/diocesan safe environment requirements. This would include having a criminal background check conducted and attending Safe Environment training. Adult leaders should also complete the *Adult Liability Waiver.*

4. Arrange to have a trained medical professional (i.e. registered nurse or an emergency medical technician) travel with you. At the very least, one of the leaders must have extensive first aid training and experience. Pack a fully stocked first aid kit.

5. Discuss with the other leaders, the potential dangers of the trip and work through some worst-case scenarios with them. Have a plan in case inclement weather occurs.

6. Obtain and distribute information about contacting park rangers and local hospitals.

7. Must have a two-way radio or cell phone (verify service is available in the area).

8. Written parental permission must be obtained for each camper under the age of 18 which includes a waiver of all claims against the (Arch) Diocese and/or the parish for injury, accident, illness, or death occurring during or by reason of the camping activity. Your arch/diocese may have an approved Parent Permission Form. It is important to ensure this form also includes a medical release and health information on the minor participant.

9. Youth campers should be divided into smaller groups with a designated adult leader. Each adult leader should carry a list with each camper's name, as well as a copy of the permission forms, to ensure medical release forms and emergency contact names/numbers are readily available in case an injury occurs.

10. Determine the mode of transportation to the campsite. If possible, do not allow youths to ride in any vehicle towing a trailer. The use of 11-15 passenger vans is strictly prohibited.

DURING THE CAMPING TRIP

1. Campfires must be supervised by an adult leader at all times. It should be built in an open area (no overhanging trees), in a pit, or inside a ring of rocks to prevent it from spreading. Campfires should be a safe distance away from any tent or tarp. Have a shovel or bucket of water handy in case the campfire gets out of control or needs to be extinguished.
2. Tents should never be set up under tall trees that could attract lightning or whose branches could fall from high winds. Avoid pitching tents in tall dry grass or on top of the roots of tall trees, as injuries could occur if an electrical current from lightning hits the tree.
3. No camper should venture away from the campsite without first notifying an adult leader.
4. Youth campers should not be allowed to chop firewood.
5. Do not store any food in tents where the campers will be sleeping as it can attract animals. Ensure food is fully cooked and dishware is cleaned thoroughly after use.
6. Have a "buddy" system in place.
7. Youth campers should not be allowed to go near large lakes or rivers without life jackets. Do not allow campers to walk onto logs which extend over a body of water or high ground clearance.



YOUTH TRIPS INVOLVING OVERNIGHT STAY

Many of today's activities for our youth involve activities located outside of the city in which you reside. These trips provide a fun way to keep kids involved with the church; however, certain risk management steps should be taken to help reduce the potential for liability exposure for the church and/or school. This document is intended to be a resource for the leadership of youth trips to help you be successful and to be able to enjoy your trip as planned.

Preparing for the Trip

1. If possible, the designated leader should make an advance visit to the area to assist in foreseeing any potential risks that may be encountered during the trip. Any foreseen or unforeseen problems should be properly planned for in advance. The safety and security of all participants should be carefully assessed. Some areas to keep in mind are: Will additional security need to be provided onsite? What is the distance to the nearest medical facility? What medical services are available? Will the participants require additional vaccinations depending upon the location of the trip?

2. Create a plan of action to respond to any emergency. Even the worst case scenario should be thought through to plan a response.

3. Confirm there are adequate facilities for housing all of the participants of the group in one location, including all adult chaperones.

4. Check for any U.S. Travel Alerts/Warnings if trip is planned outside of the United States by visiting http://travel.state.gov/travel.

5. If the trip is to a non-English speaking location, arrange to have someone that speaks the language travel with you to translate.

6. Two common reasons parents decide to take legal action if their child is injured are a lack of communication and the element of surprise. If participants are minors, parents need to be informed in writing with all details regarding the trip. This would include but not be limited to the following:
   a. type of activities they will be participating in,
   b. cost (if any)
   c. departure and arrival dates and times,
   d. location and contact information where to be reached in case of emergency,
   e. names of chaperones,
   f. mode of transportation (i.e. airplane, bus, etc.),
   g. accommodations,
   h. parent/legal guardian responsibility

7. A waiver of all claims against the (Arch) Diocese and/or the parish for injury, accident, illness, or death occurring during or by reason of the activity should be obtained from the parents/guardians of each participant under the age of 18. Your diocese may have an approved Parental Permission Form. It is important to ensure this form also includes a medical release and health information on the minor participant.

8. All individuals 18 and older also need to complete a waiver of all claims which includes a medical release portion.

9. All adult chaperones must follow (Arch) Diocesan requirements to comply with the *Bishop's Charter for the Protection of Children and Young People.* This would include having a criminal background check conducted and attending Safe Environment training prior to the trip.

10. Determine if any additional insurance coverage will need to be obtained. If this trip will take place outside of the United States, all participants should check with their healthcare provider to ensure their coverage will follow them. If coverage would not apply, arrangements should be made to acquire adequate health insurance coverage for the trip.

11. Arrange a meeting with all participants and parents/legal guardians (if participant is a minor) to fully explain all details of the trip clearly and specifically as well as answer any questions they may have. Written behavior standards should be distributed to each participant requiring signatures to indicate they have read and understand what is expected of them. It should be mandatory that at least one parent/guardian attend this meeting with the participant.

12. Chaperones should be given a copy of the Chaperone Guidelines.

13. Participants should be reminded to bring along any prescription medications or other health items regularly used such as allergy medications or contact solutions.

During the Trip

1. Proper supervision must be provided at all times. What is considered "proper" could vary according to the age of participants and the type of activity. The greater ratio of supervision, the better.

2. Participants should be divided into smaller groups with a designated adult leader. A binder with medical release forms and emergency contact names/numbers for each individual should be carried by the designated group leader at all times in case an injury occurs.

3. If the trip is located outside the U.S., participants should dress appropriately and according to the customs and dress standards of the country in which you are visiting.

4. Be aware of the conditions of local tap water. Boiled or bottled water as well as bottled or canned beverages are safest. Select foods carefully and avoid raw foods that can't be peeled or boiled.

Medications

Self-medication by children is not recommended while on any church/school sponsored activity. It is recommended that one of the chaperones on the trip be in charge and custody of all medications (prescription and over-the-counter) for all children on the trip. This responsibility is detail-oriented and extremely important. While these procedures were designed for schools, we recommend you apply these steps and controls to your trip. Parents need to provide a complete list of medications taken by their child. This should include the prescription number (if applicable), quantity received, drug strength, expiration date and dosage schedule. For over-the-counter medications, they should provide the name of medication, quantity received, drug strength (e.g. 250 mg), expiration date, and dosage. A log should be kept for dispensing the medication including the date, time and signature as the medication(s) are administered, starting with the number of pills received

Note: We do not recommend you administer shots of any kind. Children needing this type of medication (e.g. insulin) are fully trained in this process and you are only to observe their administration of the shot to be sure the medication has been delivered.

If you have a child who is allergic to bee stings or suffers from peanut or other food allergies, we recommend you have an epinephrine stick on hand at all times on the trip. Be sure that all chaperones have been trained on how to use this device and are comfortable with its use. In the case of a severe allergic reaction, seconds are very important to successful treatment.



MISSION WORK TRIPS/SERVICE PROJECTS

Youth ministers are constantly striving to look for ways to involve their youth in fun, yet challenging experiences. One particular activity growing in popularity is the participation in work mission trips or service projects.

Participation in work mission or service projects can be rewarding both physically and spiritually. However, keeping the participants safe should be the number one concern to ensure their missionary experience does not result in unpleasant consequences. The following guidelines should be followed for all work missions or service project trips:

Preparing for the Trip

1. These trips should not be led by inexperienced leaders. There are many reputable organizations that provide the setup work for work missions. It is recommended to work closely with these organizations and take advantage of their expertise in this area.

2. If possible, the designated leader should make an advance visit to the area to assist in foreseeing any potential risks that may be encountered during the trip. Any foreseen or unforeseen problems should be properly planned for in advance. The safety and security of all participants should be carefully assessed. Some areas to keep in mind are: Will additional security need to be provided onsite? What is the distance to the nearest medical facility? What medical services are available? Will the participants require additional vaccinations depending upon the location of the trip? (An updated tetanus shot should be required).

3. Check for any U.S. Travel Alerts/Warnings if trip is planned outside of the United States by visiting http://travel.state.gov/travel.

4. Create a plan of action to respond to any emergency. Even the worst case scenario should be thought through to plan a response.

5. Confirm there are adequate facilities for housing all of the participants of the group in one location, including all adult chaperones.

6. If the trip is to a non-English speaking location, arrange to have someone that speaks the language travel with you to translate or hire a translator that can be on-site with you at the location.

7. Two common reasons parents decide to take legal action if their child is injured are a lack of communication and the element of surprise. If participants are minors, parents need to be informed in writing with all details regarding the mission trip or service project. This would include but not be limited to the following:
    a. type of work or activities they would be expected to perform,
    b. cost (if any)
    c. departure and arrival dates and times,
    d. location and contact information where to be reached in case of emergency,
    e. names of chaperones,
    f. mode of transportation (i.e. airplane, bus, etc.),
    g. accommodations,
    h. parent/legal guardian responsibility

8. A waiver of all claims against the (Arch) Diocese and/or the parish for injury, accident, illness, or death occurring during or by reason of the activity should be obtained from the parents/guardians of each participant under the age of 18. Your diocese may have an approved Parental Permission Form. It is important to ensure this form also includes a medical release and health information on the minor participant.

9. All individuals 18 and older also need to complete a waiver of all claims which includes a medical release portion.

10. All adult chaperones must follow (Arch) Diocesan requirements to comply with the ***Bishop's Charter for the Protection of Children and Young People.*** This would include having a criminal background check conducted and attending Safety Environment training prior to the trip.

11. Determine if any additional insurance coverage will need to be obtained. If this trip will take place outside of the United States, all participants should check with their healthcare provider to ensure their coverage will follow them. If coverage would not apply, arrangements should be made to acquire adequate health insurance coverage for the trip.

12. Arrange a meeting with all participants and parents/legal guardians (if participant is a minor) to fully explain all details of the trip clearly and specifically as well as answer any questions they may have. Written behavior standards should be distributed to each participant requiring signatures to indicate they have read and understand what is expected of them. It should be mandatory that at least one parent/guardian attend this meeting with the participant.

13. Participants should be reminded to bring along any prescription medications or other health items regularly used such as allergy medications or contact solutions.

14. Training should be provided for the type of work and the equipment being used *prior* to the trip, especially if the work involves repair or construction activities.

During the Trip

1. Proper supervision must be provided at all times. What is considered "proper" could vary according to the age of participants and the type of activity. The greater ratio of supervision, the better.

2. Participants should be divided into smaller groups with a designated adult leader. A binder with medical release forms and emergency contact names/numbers for each individual should be carried by the designated group leader at all times in case an injury occurs.

3. Since these trips usually involve some type of repair or construction, the safety of the work-site should be determined. It is important to be aware of your surroundings at all times. There are certain job duties that would be considered unacceptable for particular age groups. Attached is a list of acceptable and non-acceptable work activities according to age.

4. Depending upon the type of job or equipment used, Personal Protective Equipment (PPE) may be needed for the task. All PPE should be provided by the group leader.

5. Participants should dress appropriately for the work they are doing and according to the customs and dress standards of the country in which you are working. Shoes must be worn at all times. Long pants should be worn for any construction type activity.

6. A well-stocked First Aid Kit should be present at the work-site. Supplies should be replenished as needed.

7. Rest breaks should be given to participants as needed. Meals should be provided as well as an adequate amount of fluids to ensure proper hydration.

8. Be aware of the conditions of local tap water. Boiled or bottled water as well as bottled or canned beverages are safest. Select foods carefully and avoid raw foods that can't be peeled or boiled.

TYPES OF MISSION WORK ALLOWED BY AGE GROUP

AGES	ACCEPTABLE WORK	NON-ACCEPTABLE WORK	ACCEPTABLE TOOLS TO USE	PROTECTION EQUIPMENT REQUIRED
10-14	Simple cleaning operations such as dusting, mopping, and sweeping. Light yard work such as raking, picking up branches/leaves. Serving food at designated food distribution sites.	No use of ladders or scaffolding. No handling of toxic materials. No use of power saws or other power-driven woodworking machines. No structural demolition. No operation of chain saws. No operation of motor vehicles or power-driven hoisting apparatus. No excavation operations. No roofing operations or work on or related to roofs.	Ordinary cleaning and yard work tools such as brooms, shovels, rakes, wheelbarrows, mops, rags and buckets.	Long shirt and pants, shoes or work boots, work gloves (as appropriate to nature of work). Also, any Personal Protection Equipment (PPE) required per safety regulations for proper use of specific tools or materials.
15-17	As above, plus simple construction jobs such as putting up drywall, laying floors, tiles, carpets.	No use of ladders or scaffolding. No handling of toxic materials. No use of power saws or other power-driven woodworking machines. No structural demolition. No operation of chain saws. No operation of motor vehicles or power-driven hoisting apparatus. No excavation operations. No roofing operations or work on or related to roofs.	As above, plus hammers, pry bars, crowbars, floor scrapers.	As above
18-20	As above, including more advanced demolition and construction projects.	No use of scaffolding. No handling of toxic materials. No use of power saws or other power-driven woodworking machines unless properly trained. No structural demolition. No roofing operations or work on or related to roofs.	As above, plus drills and simple power tools.	As above
21 and older (Adult)	All work jobs typically expected of a mission worker and appropriate to skill set of volunteer.	No roofing operations or work on or related to roofs.	Any tools as appropriate to nature of jobs.	As above

VOLUNTEER DRIVER FORM

Name of Driver: _____

Address: _____

_____

Drivers License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____
(Minimum Limits of $100,000/$300,000 Required)

In order to provide for the safety of those we serve, we must ask each volunteer to answer the following questions:

		TRUE	FALSE
1.	I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
2.	I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
3.	I have had no more than three moving violations or accidents in the last three years.	_____	_____

Please be aware that as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_____ _____

Volunteer Driver Signature Date

UNACCEPTABLE DRIVERS

We are establishing minimum standards nationally for defining an unacceptable driver. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MVR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

Violations need to be reviewed in conjunction with the driving responsibilities of the person. Consistency should be applied when making decisions. A driver may be **unacceptable** if the driver's accident/violation history in the last three years:



1. Includes one or more of the following serious violations:
   a. Driving under the influence of alcohol or drugs
   b. Hit and run
   c. Failure to report an accident
   d. Negligent homicide arising out of the use of a motor vehicle
   e. Operating during a period of suspension or revocation
   f. Using a motor vehicle for the commission of a felony
   g. Operating a motor vehicle without owner's authority (grand theft)
   h. Permitting an unlicensed person to drive
   i. Reckless driving
   j. Speed contest
2. Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by the driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.

DRIVER ACKNOWLEDGEMENT FORM

I am aware I am not to operate any electronic devices while driving. _____

I will only use a cell phone when safely parked or during an emergency. _____

All passengers at all times will be required to wear a seatbelt. _____

Daily maximum miles will not exceed 500 miles per vehicle. _____

Maximum miles driven without at least a 30 minute break will not exceed 250 miles. _____

I have phone numbers of individuals to call in the event of an emergency or contact when needed. _____

Signed: _____

Date: _____

Catholic Mutual…"CARES"

CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones should be at least 25 years of age. It is fine to have "helpers" ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities will include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students' rooms at any time with or without the students' permission.
11. Check luggage before the trip.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. "Buddy systems" should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 "adult" and 1 individual 18-24 is fine also).
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

ADULT LIABILITY WAIVER

Each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY/MEDICAL RELEASE

I, _____, agree on behalf of myself, my heirs, assigns,
Full Name
executors, and personal representatives, to hold harmless and defend
_____, _____, its officers,
Parish/School (Arch) Diocese
directors, agents, employees, or representatives from any and all liability for illness, injury or death arising from or in connection with my participation in the trip.

In the event that I should require medical treatment and I am not able to communicate my desires to attending physicians or other medical personnel, I give permission for the necessary emergency treatment to be administered. Please advise the doctors that I have the following allergies: _____
_____

In case of an emergency and for permission for treatment beyond emergency procedures, please contact:

Name:_____

Relationship to me: _____

Daytime Phone: _____ Night time phone: _____

Health Insurance Carrier: _____

Insurance ID Number: _____Insurance Policy Number: _____

_____ _____
Signature Date

_____
Print name

INCIDENT INVESTIGATION REPORT FOR INJURIES

Complete this report for all incidents/injuries. (Also, complete this report for near-miss incidents/injuries). This report is for information only. All claims should be reported immediately to Catholic Mutual Group at (800) 228-6108. Please read each question carefully and answer **all** questions as completely as you can. **Please do not leave any blanks**, unless the question does not apply.

Name of Injured Person: _____ Phone: _____

Complete address: _____

Names of Witnesses and their complete addresses and phone numbers:

_____

_____

Describe the Incident: (State what the individual was doing and all circumstances leading up to the incident. Try to reconstruct the chain of events leading up to the incident/injury. Be specific.)

Who was involved? _____

What took place? _____

_____

When did it occur? Date _____ Hour of incident _____ AM PM

Where did it happen? _____

Why did it happen? _____

_____

How did it happen? _____

_____

_____

Corrective Action:

1. In your opinion, was this incident preventable? Yes _____ No _____

2. If yes, state why. _____

3. What action have you taken or do you propose taking to prevent a similar incident from taking place?

_____

Training:

Have you provided any training to prevent this incident? If not, describe training to be conducted.

_____

Incident Investigation conducted by: _____

_____ _____

Signature of individual in charge Date report prepared

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____
Birth date: _____ Sex: _____
Parent/Guardian's name: _____
Home address: _____
Home phone: _____ Business phone: _____
I, _____ grant permission for my child, _____
Parent or guardian's name Child's name
to participate in this parish event that requires transportation to a location away from the parish site. This activity will take place under the guidance and direction of parish employees and/or volunteers from _____.
Name of parish
A brief description of the activity follows:

Type of event: _____
Date of event: _____
Destination of event: _____

Individual in charge: _____
Estimated time of departure and return: _____
Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend _____, its officers, directors, employees
Name of Parish
and agents, and the Arch/Diocese of _____, its employees and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors and agents, and the Arch/Diocese of _____, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/diocese.

Signature: _____ Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: _____
Phone: _____ Family doctor: _____ Phone: _____
Family Health Plan Carrier: _____ Policy #: _____
Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the parish, its officers, directors and agents, and the Arch/Diocese of _____, chaperons, or representatives associated with the activity, that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: _____ Date: _____

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

_____
_____

Signature: _____Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____Date: _____

I hereby grant permission for non-prescription medication (i.e. non-aspirin products such as acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____Date: _____

Specific Medical Information: The parish will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): _____
Immunizations: Date of last tetanus/diphtheria immunization: _____
Does child have a medically prescribed diet? _____
Any physical limitations? _____

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? _____

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition: _____
_____

You should be aware of these special medical conditions of my child: _____
_____

CODE OF CONDUCT

The following are a few rules all participants are expected to follow while participating and representing

_____
(Name of Parish/School)

In this event sponsored by _____
(Name of Parish/School)

on _____
(Date of Event)

Please read and sign.

I, _____, will:
(Printed Name of Youth Participant)

- Treat all other persons with respect and not cause any intentional harm (physically, emotionally, or spiritually) to any person in any way.
- Respect the property of others, including all program facilities and property.
- Follow all appropriate instructions of all personnel aiding in this event, including, but not limited to, chaperones, support staff, transportation personnel and administration.
- Be on time for all check-in and departure times.
- Not have in my possession any tobacco, alcohol or any controlled illegal substance.

I agree that if any of these terms are violated, the Parish/School can send the participant home at the participant/guardian's expense.

_____ _____
(Youth Participant Signature) (Date)

_____ _____
(Parent/Guardian Signature) (Date)

Please return to: _____

No later than: _____

The Parish/School sponsoring this activity is responsible for receiving an Authorized form for each participant under the age of 18.

03/31/2011

Network Security Policy and Usage

OVERVIEW

Internet access to global electronic information resources on the World Wide Web is provided to clergy, religious, employees, volunteers and students to provide ease in obtaining data and technology to assist in their respective ministries, duties or studies.

Our technology systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP), are the property of the diocese/parish/school, and are to be used in support of the mission of the Catholic Church. Maintaining a safe, reliable, and secure system is a collaborative effort involving the participation and support of every individual who uses our information systems. It is the responsibility of every computer user to know and conform to these guidelines.

PURPOSE

The purpose of this policy is to outline the acceptable use of computer equipment. These rules are in place to protect both the members of our community and the diocese/parish/school. Inappropriate use exposes the diocese/parish/school to risks including virus attacks, compromise of network systems and services, and legal issues.

SCOPE

This policy applies to anyone using the diocese/parish/school technology system, including parishioners, students, employees, contractors, consultants, temporaries, volunteers, and other workers, as well as all personnel affiliated with third parties. This policy has specific provisions for students. The provisions which apply to students, likewise apply to minors who take part in ministries for children and young adults. For clarifications on how this policy applies to minors, the school principal, pastor, or the religious education director is the primary point of contact.

GENERAL USE AND OWNERSHIP

While the network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on parish systems remains the property of the diocese/parish/school. Because of the need to protect our network, management cannot guarantee the confidentiality of information stored on any network device and no rights of privacy exist.

All users are responsible for exercising good judgment regarding the reasonableness of personal use. Commercial use is prohibited. If there is any uncertainty, users should consult the administrator responsible for technology management, the School Principal, or the Pastor.

The equipment, services and technology provided to access the web are the property of the diocese/parish/school. For security and network maintenance purposes, administrators may monitor equipment, systems and network traffic at any time. We reserve the right to audit networks and systems, monitor internet traffic, retrieve and read any data composed, sent, or received on a periodic basis to ensure compliance with this policy.

We rely upon the active cooperation of parents and the responsibility and integrity of students to maintain safe and secure facilities for approved uses of our technology in our school. All users of our computer facilities are asked to live up to that same standard.

UNACCEPTABLE USE

The Diocese/Parish has taken the necessary actions to assure the safety and security of our network. Any individual who attempts to disable, defeat or circumvent security measures is subject to disciplinary action up to and including dismissal. The following are examples of actions and activities that are prohibited:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the diocese/parish/school, or use of classified government information.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, copyrighted video, and the installation of any copyrighted software for which the diocese/parish/school or the end user does not have a valid, active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws is illegal and prohibited.
4. Knowingly or negligently introducing viruses, Trojans, worms, or other commands, scripts or programs intended to damage, disable, or degrade computer systems or network resources or to make unauthorized access of networks or systems.
5. Using or attempting to use administrative accounts or other network accounts without authorization.
6. Defeating or attempting to defeat content filtering systems.
7. Stealing, using or disclosing another user's password or code without authorization.
8. Using any network systems to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws, Canon Law, or Diocesan rules and policies. This includes morally objectionable materials, files, images, text or other content.
9. Security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning, intrusion detection or other security scanning is expressly prohibited by anyone other than systems administrators charged with responsibility for system security.
11. Executing any form of network monitoring which will intercept data not intended for the employee's system, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, system, network or account, or disguising or attempting to disguise the identity of a host, system, account, or service on the network.
13. Interfering with or denying service to any other user (for example, denial of service attack.)
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, by any means, locally or via the network.
15. Providing information about, or lists of, staff, students, or parishioners to parties outside the diocese/parish/school.
16. Use of wireless access to network resources without prior written permission of the technology administrators, principal or pastor.
17. Use of resources which are wasteful or which monopolize system resources at the expense of other users.

18. Use of peer-to-peer file sharing software to access, share or trade any files.
19. Using internet for participation in Chat rooms or other web-based forums unrelated to ministry, duties or studies.
20. Engaging in any other illegal activities.

DISCRETION

Those who minister and work in pastoral settings must take great care to be consistent in representing the worth of their character online. Clear communication and respect for boundaries is needed at any level of contact. Emails, text messages, blog postings or comments, and YouTube videos are all public forums from which a permanent record can be obtained. As a representative of the Church, users should be diligent in avoiding situations which might be the source of scandal for themselves or others. Furthermore, those to whom we minister must be educated on the public nature of such communication. Confidential information should never be sent via email.

EMAIL, INSTANT MESSAGING, AND VIDEO CHATTING

Email and instant messaging (IM) allows for increased flexibility and immediacy in communication. When appropriately combined with face-to-face communication, email and IM can significantly enhance how we minister to others. The same boundary issues that must be respected in oral communication must be respected in written ones. Good judgment should always be used with text based communication tools. Parental/guardian consent needs to be obtained when communicating by email or instant messaging with young people.

- Maintain a separate email account for your professional communication and only use this account when communicating with youth.
- Email, IM, and Video Chatting communication should only be used with matters that deal with an individual's professional relationship. Communicate only about matters that address the business-at-hand of your ministry.
- Care should be taken to maintain professionalism and appropriate boundaries in all communication.
- There should be absolutely no personal exchanges.
- Electronic communication can be easily misinterpreted. Communicate in person whenever possible. Before sending an email, ask yourself if someone might "read something into it" that you didn't intend. If you think your email might somehow be misunderstood, don't send it.
- If there is any potential for embarrassment or harm, reconsider sending the email or IM.
- Be cautious when sending an email, especially either in haste and/or when emotions are involved.

Always avoid any communication that might be construed as having inappropriate sexual or romantic overtones. Do not reply to any such email from a minor. Instead, make a copy of such inappropriate communication and notify your supervisor. Remember, there is no such thing as a private email. All emails and IM's can be logged, archived, and forwarded to other parties. Your communication can quickly become a public matter.

- Unlike verbal communication, any form of written communication has a form of permanence.
- There should be no expectation of privacy.
- At no time is one-on-one video chatting appropriate with young people.

MINISTRY WEB PAGES

Anyone who establishes a ministry web presence should make a commitment to this vehicle of communication. Web pages, especially the index or main page(s), should be regularly updated. As with any ministry effort, there should be an intentional plan and set of goals regarding establishing and maintaining a web presence. Great care should be used to protect people on a web page that is publicly accessible.

- Personal information should never be made available (i.e. home address, home or cell number, home email address, etc.).
- Written authorization must be obtained from parent/guardian before posting photos or videos of young people.
- Pictures or videos should not be captioned with a young person's name unless the parent/guardian has given you written authorization to do so.
- Never use a picture or video that might be considered embarrassing or unflattering.
- Care should be taken to protect the reputation of our church membership. If individuals are uncomfortable with a particular photo or video, it should be immediately removed from the website.

SOCIAL NETWORKING

A social network service utilizes software to build online social networks for communities of people who share interests and activities. Most services are primarily web-based and provide various ways for users to interact, such as chat, messaging, email, video or voice chat, file sharing, blogging, discussion groups, etc.

Social networking has become a part of everyday life, as a variety of social networking tools are being used by millions of people on a regular basis. The most popular sites include www.facebook.com, www.myspace.com, and www.twitter.com. Social networking has revolutionized the way we communicate and share information with one another. Therefore, it can be a way to connect people with the church and the church's activities with people.

On any social network site, personal opinions and discussions are often conducted. It is essential for users to remember that even on the World Wide Web, others may recognize them as representing the values of the Catholic Church.

- If a professional staff minister wants to use social networking sites for ministry purposes, a professional social networking account should be created that is separate from their personal account. This account should be seen as an official extension of the ministry organization's web presence, administrated by an adult, and approved by the pastor or supervisor in which the social networking site will be used. Volunteers should not set up a special ministry site without the permission of the professional staff minister and/or the pastor.
- There is a difference between initiating a 'friend request' and accepting one. Pastoral ministers must not initiate and 'seek' friends on the professional social networking account. Outside individuals must request you as a friend first.
- Using the Internet for accessing information about the people to whom we minister is a violation of their privacy, even if that information is publicly accessible.

SOCIAL NETWORKING WITH MINORS

Anyone who ministers and works in pastoral settings with young people with a "personal" social networking site should never advertise that site nor 'friend' a young person to their "personal" site. If you become aware of information that is in the public domain of such a site, you are responsible for information that must be reported if a minor has been abused or is under threat of harm.

"Best Practices"
Ideally, the professional minister, with permission from the pastor/supervisor, should create an online group on social networking sites that both young people and adults can join and interact without full access to one another's profile.

BLOGGING

One method to develop and disseminate content is through a blog. The word "blog" is short for 'Web log' or 'Web-based log.' Those who minister and work in pastoral settings may only establish and publish through ministry-based blogs with the prior approval of their pastor or supervisor. As a representative of the Church, blogging should be conducted in a professional manner for ministry purposes only. As with any professional communication, ministry blogs should **not** be used:

- For any personal communication or agenda.
- To conduct or promote outside business activities.
- To defame or cause defamation of the character of any individual, organization or institution.
- To divulge any personal information about an individual or jeopardize their safety in any other way.

"Best Practices"
Ministry based blogs can publish information including, but not limited to:

- Fliers for upcoming activities, permission forms, calendar, and ministerial updates
- Additional links and references for faith formation
- Sacramental preparation information including: class times, checklists, sponsor resources, parent resources, etc.
- Descriptions of projects, including procedures, expectations, and suggested parent involvement
- Bible Studies and other spiritual links and prayer resources
- Achievements of parishioners

BLOG DISCIPLINE (needs to support the student handbook)
The question that will come up frequently is "Can students with an "anti-school" message be disciplined?" The following is a recommendation that can be modified based on your student handbook.

- If the student handbook is worded so students are on notice that behavior will subject them to discipline, they can be disciplined.
- The handbook should be worded to apply to out-of-school conduct that violates school rules.
- The handbook should be worded to address behavior regardless of whether it is verbal, physical, written, graphic or electronic.
- Distinguish violation of school rules from anti-school messages.

ONLINE GAMING

Those who minister and work in pastoral settings with young people should take care in their involvement with online gaming. While this may be a recreational alternative, for many it is also an opportunity for social networking. Pastoral ministers should take care of protecting their online game identities so that appropriate boundaries are maintained.

DEFINITIONS

1. **Computer Use** — Shall mean and include the use of school computers and networks and other technology resources including, without limitation, computers and related technology equipment or networks, all forms of email or electronic communication, websites and the Internet including onsite or by dial-up or remote access thereto through school accounts, as well as any use which involves visual depictions, audio, video or text, in any form.

2**. Computer User** — Shall mean and include any parishioners, students, employees, contractors, consultants, temporaries, volunteers, and other individuals who engage in Computer Use as defined herein.

3. **Access to the Internet** — A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet, or which accesses the Internet by dial-up or remote access using an Internet account.

4. **Minor** — Shall mean an individual who has not attained the age of 18.

5. **Obscene** — Shall have the meaning given such term in Section 1460 of Title 18, United States Code.

6. **Child Pornography** — Shall have the meaning given such term in Section 2256 of Title 18, United States Code.

7. **Hacking** — Shall mean Computer Use or using the Internet to attempt to gain unauthorized access to proprietary computer systems.

8. **Technology Protection Measure** — Shall mean and refer to a proxy server that blocks and/or filters Internet access.

9. **Adult** — Shall mean and refer to individual age 18 or older.

PHOTOGRAPH AND VIDEO CONSENT FORM:

From time to time, pictures and video may be taken of youth ministry events and gatherings. We would like to be able to use these photographs and videos for flyers, parish and diocesan publications, and the ministry website. Written consent of both the student and parent/guardian is required. Names will not be posted unless written authorization is given by the student and parent/guardian, and then only first names will be used. If there are concerns about pictures or videos posted on the website, please contact the ministry coordinator or webmaster, and they will promptly be removed.

I/We, the parent(s)/guardian(s) of this youth (name) _____, authorize and give full consent, without limitation or reservation, to (parish/school) _____, to publish any photograph or video in which the above named student appears while participating in any program associated with (parish/school)_____ ministry. There will be no compensation for use of any photograph or video at the time of publication or in the future.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____